

16 AUG 1983

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
MG Career Management Officer

18-1

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Senior Officer Development Program  
Implementation, FY 1984

REFERENCE: Senior Officer Development Plan,  
dated 6 May 1980

1. Attached herewith is a copy of a memorandum from the Deputy Director of Central Intelligence outlining the procedures for the implementation of the Senior Officer Development Program (SODP) for FY 1984. The memorandum contains essentially the same information as in previous years with the exception that we are no longer required to forward our Succession Planning List; however, the list will be retained at the Directorate level for periodic review by the Director of Personnel.

2. In order to meet the 1 October 1983 deadline, the following information should be forwarded to the DA Personnel Officer, (EYES ONLY), Room 7C-18, Headquarters, by the dates indicated.

a. Succession Planning List - Attachment B

This list should cover every SIS-1 through SIS-4 position. Possible replacements will be limited to SIS and GS-15 personnel who are considered qualified for SIS assignment immediately or in one to three years. Deadline for submission: 16 September 1983.

b. Senior Officer Development Roster - Attachment C

This is a roster for FY 1984 of individuals in grades GS-15 to SIS-1 through SIS-4 identified for

further development through training and assignment.  
Deadline for submission: 23 September 1983.

c. Roster of GS-13 and GS-14 Officers - Attachment D

This list should comprise GS-13 and GS-14 officers considered to have potential for GS-15 and/or SIS assignment and should be submitted in alphabetical order.  
Deadline for submission: 23 September 1983.

d. List of Candidates (GS-15 and Above) Available for Developmental and Rotational Assignment - Attachment E

This list should include GS-15 and above officers and should be a product of panel deliberations and recommendations. Deadline for submission: 23 September 1983.

2. The DDCI continues to place emphasis on the SODP as a planning and management tool and I share his views. It is therefore important to forward updated reports within 30 days following annual evaluation exercises for each appropriate grade.

Harry E. Fitzwater

Harry E. Fitzwater

Attachments:  
As stated

Distribution:

Orig - DDA/CMS Subject  
1 - cy each addressee  
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DDA/Pers. Off. [ ]:pas  
(15 August 1983)

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04 AUG 1983

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Intelligence Community Staff  
Chairman, E Career Service

D/Pers  
83-2490

DD/ASST  
83-1978

FROM: John N. McMahon  
Deputy Director of Central Intelligence

SUBJECT: Senior Officer Development Program Implementation,  
FY 1984

1. To ensure that qualified senior officers are available to carry out Central Intelligence Agency (CIA) and Intelligence Community Staff (ICS) missions and to encourage and assist candidates and Senior Intelligence Service (SIS) officers to realize their full professional potential, I have approved continuation of the Senior Officer Development Plan (SODP). Succession planning, candidate development and selection of senior officers for senior positions are essential elements of the Agency's personnel management process. Therefore, I am placing emphasis on the SODP as a planning and management tool to assist you in carrying out your assigned mission. At the same time, senior officer development planning must take into consideration EEO and Affirmative Action Program goals, uniform precepts for panels, and individual input on preferences and aspirations.

2. The matching of officers available for developmental assignments with appropriate positions is a Career Service responsibility. The Senior Officer Development Roster and listing of SIS candidates continue to be a product of board and panel decisions that are maintained at the Career Service level for personnel management planning purposes. Formal succession planning and reporting continue to be limited to GS-15 through SIS-4 level officers, as more realistic in terms of assessing the officer's qualifications and potential for SIS assignment. Finally, we have limited the identification of SIS candidates primarily to the GS-15 level. Obviously, there will be exceptions where a "fast track" GS-13 or GS-14 officer may be selected by the Career Service as an SIS candidate or for inclusion in its Succession Planning List.

3. In accordance with the guidelines contained in the SODP and recognizing that this is a dynamic process, the Career Services should prepare and have available the following information by 1 October 1983.

a. Succession Planning List - This list should cover every SIS-1 through 4 position. Possible replacements will be limited to SIS and GS-15 personnel who are considered qualified for SIS assignment immediately or in one to three years.

b. Senior Officer Development Roster - A roster for FY 1984 of individuals in grades GS-15 and SIS-1 through 4 identified for further development through training and assignment. Preparation of this information is geared to the Career Services (and Subgroup) panel schedule for GS-15 and SIS-1 through 4. Career Service Heads and Subgroups should have available current rosters of GS-13 and GS-14 officers considered to have potential for GS-15 and/or SIS assignment, although this information is no longer considered a part of the SODP. (See Section V, SODP excluding reference to GS-13 and GS-14 level officers.)

c. List of Candidates - (GS-15 and above) available for developmental assignment outside the parent Career Service. The listing should include:

1. Name and grade.
2. Current assignment including a brief description of duties.
3. Type of rotational assignment desired and location.
4. Timing and duration of assignment.
5. Individual goal derived from rotational assignment.

This list should be a product of panel deliberations and recommendations for the SOD roster. Its preparation and updating should follow the panel schedules for GS-15 and SIS with updated lists submitted to the Career Service Head after each panel exercise. The Career Services will deal with each other directly in arranging interdirectorate assignments. The Director of Personnel will provide assistance as required. I will expect the Heads of Career Services to ensure the SODP information is current and that a concerted effort is made to ensure that appropriate developmental assignments are effected.

4. Review by the Office of Personnel of SODP submissions over the past four years indicates that the SODP is functioning as intended. For example, the vast majority of senior assignment nominations are reflected earlier in the succession planning lists. For this reason, I am discontinuing the requirement for formal SODP submissions to the Director of Personnel and have asked him only to conduct periodic spot checks with you to ensure the SODP continues to function.

[Signature]

John N. McMahon

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FY 1984

## SUCCESSION PLANNING LIST

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CAREER SERVICE

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Attachment C

FY 1984

SENIOR OFFICER DEVELOPMENT ROSTER

TRAINING AND ASSIGNMENT PROJECTIONS

Name and Grade of Individual to be Developed	Planned Developmental Assignments and Experiences		Planned Training: Internal in Career Service, OTR, External College, etc., and Any Other Developmental Actions	
	Actions(s) and Purpose(s)	When	Action(s) and Purpose(s)	When

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CAREER SERVICE

FY 1984 ROSTER OF GS-13 AND GS-14 OFFICERS CONSIDERED TO  
HAVE POTENTIAL FOR GS-15 AND/OR SIS ASSIGNMENT

          GS-14  
(First, Middle Initial, Last)

          GS-13  
(First, Middle Initial, Last)

ATTACHMENT  
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ATTACHMENT

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ATTACHMENT E

FY 1984

           CAREER SERVICE

LIST OF CANDIDATES (GS-15 AND ABOVE)  
AVAILABLE FOR DEVELOPMENTAL ASSIGNMENT

<u>NAME</u>	<u>GRADE</u>	<u>CURRENT ASSIGNMENT</u>	<u>TYPE OF ROTATIONAL ASSIGNMENT DESIRED AND LOCATION</u>	<u>TIMING AND DURATION OF ASSIGNMENT</u>	<u>INDIVIDUAL GOAL DERIVED FROM ROTATIONAL ASSIGNMENT</u>
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